

Computer Classes

New computer classes for Seniors will begin on Tuesday, April 14, 2014 through July 3, 2014 (times and locations listed below).

If you are interested in attending a class, please complete the "enrollment form" and leave with the Senior Coordinator at the Community Center where you would like to take the class.

Note: If you completed a class last session, you still need to submit an enrollment form.

- New students will have priority in Basic Classes on a first-come-first-served basis
- Basic students from the last session will have priority in Advanced Classes on a first-come-first-served basis
- Computer Basics/Back to Work Skills require that the student has completed the Basic Class and has a flash drive
- Computer/Cell Phone/Photography Class requires that the student has a camera, cell phone and flash drive

Basic Computer Classes

Basic Computer classes consist of functions of the mouse, developing an email address, replying/forwarding email messages, creating an address book, surfing the Internet, basic Microsoft Word, making labels, making business cards and much more.

<u>Place</u>	Day & Time	<u>Instructor</u>
Bill Cockrell, 629-4185	Monday, 9:00 – 11:00	M. Miller
Lakeside, 673-7813	Monday, 9:00 – 11:00	S. Hunter
Southern Hills, 673-7818	Tuesday, 9:00 – 11:00	H. Hart
Airport Park, 673-7803	Thursday, 9:00 – 11:00	H. Hart
David Raines, 673-5342	Thursday, 9:00 - 11:00	S. Hunter

Advanced Computer Classes

Advanced Computer classes is a continuation of the Basic Class and consists of inserting, copying and pasting, making charts, scanning, balancing check books, basic Microsoft PowerPoint and much more

<u>Place</u>	Day & Time	<u>Instructor</u>
Bilberry Park, 673-5345	Wednesday, 9:00 - 11:00	S. Hunter
Hattie Perry, 673-7810	Wednesday, 9:00 - 11:00	H. Hart
A.B. Palmer, 673-5336	Friday, 9:00 – 11:00	H. Hart
Valencia Park, 673-6433	Friday, 9:00 – 11:00	S. Hunter

Computer Basics/Back to Work Skills

Have you ever thought about going back to work; but, don't know how to fill out an application or submit a resume to a company using a computer? And even if you can get that far; do you know how to take an assessment test on the computer; plus, scan and look up information, once you receive the job? This is the class for you to brush up on those skills. Flash drive required and having completed Computer Basic desired.

<u>Place</u>	Day & Time	<u>Instructor</u>
David Raines, 673-5342	Tuesday, 9:00 – 11:00	S. Hunter

Computer/Cell Phone/Photography

Would you like to take beautiful pictures using your camera and/or cell phone and send them to your family and friends? Would you like to enhance those pictures? This is the class for you. Cell phone, camera and flash drive required

<u>Place</u>	Day & Time	<u>Instructor</u>
Airport Park, 673-7803	Friday, 9:00 – 11:00	M. Miller

Please submit enrollment forms at the Community Center where you want to take the class (April 4, 2014 is last day to submit enrollment forms. First-come, first-served). Students will be notified of acceptance.

For additional information, contact Camille B. Webb, Senior Programs Supervisor, at 318-673-7845, or contact the center where you want to take the class.